



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>09-0021</b>
ANALYST'S INITIALS	<b>AL</b>
DATE	<b>10/20/2008</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Student Assistant</b>	POSITION NUMBER <b>293-300-4870-909</b>	TENURE <b>TEMPORARY (TAU) -</b>	TIME BASE <b>Intermittent-</b>	CBID <b>E1</b>		
OFFICE OF <b>Gambling Control Commission</b>	LOCATION OF POSITION (CITY or COUNTY) <b>Sacramento</b>		MONTHLY SALARY  <b>\$1,458.00 - \$1,941.00</b>			
SEND APPLICATION TO: California Gambling Control Commission 2399 Gateway Oaks Drive, Suite 220 Sacramento, CA 95833  <b>Attn: Alaina Lutz</b>	REPORTING LOCATION OF POSITION <b>2399 Gateway Oaks Drive, Suite 220</b>					
	SHIFT AND WORKING HOURS <b>DAYS - 8:00 - 5:00</b>					
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>					
	PUBLIC PHONE NUMBER <b>(916) 263-0700</b>	PUBLIC PHONE NUMBER <b>( ) -</b>				
	SUPERVISED BY AND CLASS TITLE <b>Mike Gardner, Sr. Program Analyst</b>		FILE BY <b>11/03/2008</b>			

The California Gambling Control Commission (Commission) is a small, newer agency undergoing substantial growth. The Commission's primary responsibility is to regulate gambling activities within the state. Employment with the Commission offers an opportunity to participate in a diverse and innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenges of this organization.

#### LOCATION/PARKING:

The Commission is located off of West El Camino Ave. in South Natomas in a newer business park with new office facilities. **PARKING is FREE\*\*.**

#### JOB DESCRIPTION:

The Student Assistant position is in the Information Technology unit of the Support Services Division. The Commission's technical environment is largely all Microsoft (Windows XP, Windows 2003 Server, and IIS & ASP). The Commission uses Macromedia for all Web development.

**Program:** Under the direct supervision of the Senior Programmer for Web & Application Development, the incumbent serves as a Web developer within the Information Technology unit.

#### DUTIES:

Duties include but are not limited to:

- Maintenance and update of existing Commission website and Intranet
- Design, code, and test the development of new web pages for existing sites
- Assist Senior Programmer in redesign of Intranet to new State web design standards
- Provide backup and assistance to all Commission IT staff upon request
- Use tact and courtesy when interacting with Commission employees
- Communicate with Commission staff at all levels to clarify their requests, needs, describe alternatives, and provide guidance in the use of technical issues

#### DESIRABLE QUALIFICATIONS:

Interest in the programs and aptitude for the work required by the department. Knowledge of ASP, ASP.Net, and DotNetNuke (or other Website CMS).

**MINIMUM QUALIFICATIONS:**

Proof of application for, or enrollment as a student in, an appropriate college or university program. Working knowledge of HTML, CSS, and Javascript. "Working" is defined as "in-use" in addition to class room activities/education.

**WHO MAY APPLY:** Candidates currently enrolled in vocational school, college, or a university with a computer-related, business school, or science-related major with 6 or more semester units. Must maintain a 2.0 or higher grade point average (which will be verified), and available to work approximately 20 hours per week are encouraged to apply. All interested applicants must submit a standard State Application Form STD 678 with original signature. Only the most qualified candidates will be interviewed.

**WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:**

The incumbent works up to 20 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs.

**FINGERPRINTING:**

Applicants will be fingerprinted for the purpose of obtaining a criminal records check.